

Scope of Work

**United States Embassy Kiev Ukraine
Facility Maintenance Section**

**Scope of Work
(SOW)**

**Deputy Chief of Mission Residence
(DCMR) Entrance Renovation**

January 2016

Scope of Work

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Scope of Work

1.0 General

This Scope of Work is for the DCMR entrance renovation according with the design project attached at the new DCMR located at 54 Sichovy`x Stril`civ (Січових Стрільців, old name Artema). The contractor shall perform complete renovation according with attached design project and this SOW.

1.1 Introduction

The U.S. Embassy in Kyiv has need of a qualified service contractor, to do entrance renovation to make it more presentable.

1.2 Background

Currently, there is a regular entrance which is not presentable like DCMR should be.



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1.3 Objectives

The objective of this contract is for a contractor to provide renovation of the entrance staircase according with design project (attached). Two years warranty must be provided for the work. Contractor must use materials with manufacturer's warranty of not less than two years. Contractor must provide qualified labor and the supervision required for successful completion of this SOW. Each proposal for this project will include all of the tasks listed in this SOW.

1.4 Scope

- 1.4.1 Replace the floor tiles on an entrance floor and 1st floor staircase and basement staircase.
- 1.4.2 Place wooden stairs above the existing on each step from the basement to the second floor, including treads and end-board flight of stairs.
- 1.4.3 Replace the existing banisters for another with the spaces between them not more than 10cm (design project, attached page.7.3; p. 8.13). Bidding company may provide a wooden banisters design, as well. The one in the picture below is an example. A bid with the both versions is also permissible.
- 1.4.4 Replace handrails with new oak varnished handrails.
- 1.4.5 Purchase or fabricate and install a wooden varnished door as a double door, next to the interior side of the front entrance door.
- 1.4.6 Purchase or fabricate and install of wooden wall panels made of moisture-proof plywood veneered with natural wood (Oak; Ash), coated with a minimum two coats of clear polyurethane. (P 8;11;5)
- 1.4.7 Purchase or fabricate and install wooden cabinets veneered with natural wood (Oak; Ash), at the entrance. (p 3;8;11)
- 1.4.8 Repaint all of the walls, three levels, from basement to the second floor with a water based, washable, breathable paint for interior stucco walls which provides matt or semi matt surface, not eggshell.
All wooden elements must receive minimum two coats of clear varnish, which provides matt surface. Steps must be coated with minimum three coats of a clear varnish, water resistant, which provides non-slippery surface.
- 1.4.9 Install ceiling lights (chandeliers) on entrance and 1st floor. Chandeliers will be provided by the US Government (see p 3.0).
- 1.4.10 Install two wall sconces at the entrance area and one at the first floor staircase landing.

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- 1.4.11 Install faux gypsum board wall to hide the pipes at the basement staircase landing from being seen from the main building entrance.
- 1.4.12 Remove all tools, trash, and debris from the work site and contact the COR for final inspection.



1.5 Contract Type

1.6 Place of Performance/Hours of Operation

All work is to be performed on site at the U.S. Government facility known as the DCMR. The DCMR is located at 54 Sichovy`x Stril`civ Kyiv (Січових Стрільців, old name Artema) Contractor personnel will report to the front Controlled Access Center (CAC) located at the DCMR.

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After checking at the front CAC, delivery and service trucks required for work, tools, and material deliveries will check in at the gate.

No contractor vehicles will be left on the premises over night or when work is not in progress.

Working hours will be between 8:00 AM and 5:00 PM.

Exceptions to specified working hours may be granted by COR and Regional Security Office (RSO) when submitted 48 hours in advance.

1.7 Period of Performance

Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within six (6) consecutive weeks.

1.8 Security

The work to be performed under this contract requires that the contractor, its employees and sub-contractors submit corporate, financial and personnel information for review by the Embassy. Contractor shall submit this information including service vehicle requirements within 24 hours of the notice to proceed. Security clearances must be completed on all personnel prior to being granted access to the DCMR and commencement of work. The contractor must submit a list of personnel with ID type and numbers as well as the vehicle plate and model to the Embassy contact person within a 24 hours of notice to proceed. Security clearances must be completed on all personnel prior to being granted access to the DCMR.

1.9 Key Personnel

1.10 Quality Control

The contractor must demonstrate technical experience in the construction trade. Perform work in accordance with applicable rules, regulations, codes, and ordinances of local authorities. The contractor shall be responsible for the disposal of all trash created while performing this work statement. The contractor shall transport all materials to be disposed of from the point of removal to a proper disposal storage site, and shall ensure that all items removed through this work are disposed of properly.

2.0 Definitions

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3.0 Government Furnished Items

Ceiling lights (chandeliers) – 2 ea

4.0 Contractor Furnished Items

Contractor will provide all the materials needed for works according with specification of the design project attached as well as all the tools needed for that work and supervision as needed to complete the technical requirements in this SOW.

5.0 Status Reporting

Status reporting will be at the request of the COR or the COTR and could be daily or more frequently. Daily reporting can be verbally unless the report is expressing a cost increase or change in scope. These reports must be in writing in English and before any cost is incurred. All cost increases must be approved in advance by the Contracting Officer (CO)

6.0 Inspection and Acceptance

Upon completion of the work, the COR shall inspect all finished work listed at that SOW to be sure that work was completed in a manner satisfactory to the requestor.